

MINNESOTA DISTRICT COURT TENTH JUDICIAL DISTRICT			
OFFICIAL COURT REPORTER Appointing Authority: The Honorable Timothy Bloomquist			
OFFICE & LOCATION	CLASS	HOURS OF WORK	TYPE OF RECRUITMENT
Tenth Judicial District Kanabec County Courthouse Mora, MN	Official Stenographic Court Reporter Union-Teamsters	Full-time 40 hrs/wk M-F 8-4:30	Internal and External

The Honorable Timothy Bloomquist, who is chambered in the Kanabec County Courthouse in Mora, Minnesota, is seeking an official stenographic court reporter. Mora is located approximately one hour north of the northern Minneapolis suburbs. For more information on Kanabec County, please visit: <http://www.kanabecounty.org/>

This position offers the opportunity to work for the Assistant Chief Judge of the Tenth Judicial District and a private corner office with three windows.

DESCRIPTION:

This position is responsible for the verbatim recording and transcription of testimony of judicial proceedings, hearings, and conferences in compliance with all applicable statutes and court rules or as directed by the appointing authority.

RESPONSIBILITIES:

The responsibilities include, but are not limited to:

- Capture verbatim record of court proceedings.
- Read back testimony upon request.
- Prepare transcripts and court orders.
- Maintain accurate and complete files and records.
- Maintain awareness of Rules, Statutes, and policy changes/additions/deletions.
- Serve as confidential assistant and secretary to the appointing authority and judicial officers.
- Some travel may be required.

MINIMUM QUALIFICATIONS:

Stenographic:

- A high school diploma or the equivalent.
- Graduate of a court reporting school approved by the National Court Reporter Association (NCRA), and the Minnesota Supreme Court, and,
- A Registered Professional Reporter (RPR) designation from the NCRA or compliance with the Minnesota Supreme Court Order 81-876.

SALARY RANGE: \$17.33 - \$26.88 hourly. Includes full State of Minnesota benefits package. For benefit information visit www.doer.state.mn.us.

APPLICATION DEADLINE: Applications accepted until 4:30p.m. on Friday, October 13, 2006.

TO APPLY: Download an application from www.mncourts.gov, or obtain by calling (763) 422-7431. Submit completed application form, cover letter, and resume to:

**Tricia Hedin
Tenth Judicial District
W370 Anoka County Courthouse
325 E. Main St
Anoka, MN 55303**

**Equal Opportunity Employer
Position # 00319490**